

Clerk Magistrate II

Job Post Deadline Date

Sunday, July 17, 2022

External Job Posting Date

July 7, 2022

Salary

\$4,628.32

Month

City of Job Vacancy

Nebraska City, NE

County

Otoe

District

2

\$3,000 hiring bonus to join the Judicial Branch! (Bonus prorated proportionally for part-time positions) The Judicial Branch is a state-funded Branch of Government that offers benefits to include medical/dental/vision, \$20,000 free basic life insurance, state-matched 156% retirement plan, 13 paid holidays, earned paid vacation and sick leave, tuition reimbursement and more.

The **Otoe County Court** is taking applications for a full time **Clerk Magistrate II** position. This is highly responsible administrative and managerial work under the general direction of the presiding judge(s), in the operation of two county courts or in a county court with a total annual caseload of 3,500 to 7,000 (averaged over the last three years) or a clerk magistrate serving as ex officio clerk of the district court. Duties may include limited judicial functions involving non-contested matters as assigned by the presiding county judge.

The person in this position serves as administrative support to the county judge(s), and district court judge(s), if applicable, and, as such, may be delegated a wide variety of responsibilities in reference to planning, organizing, staffing, directing, and supervising the administrative activities of the courts. The person serving in this position may be required to travel to assigned courts.

Responsibilities may include limited judicial functions involving non-contested matters as assigned by the presiding county court judge. This position may be responsible for assigning, supervising and reviewing the work of court staff. Administrative responsibilities include clerical and financial functions; preparing court budgets; serves as liaison with other courts and other government agencies, the bar and the news media. Work could include duties of a courtroom clerk and/or registrar.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of county court procedures and policies and modern office practices and procedures.
- Considerable knowledge of management skills with abilities to plan, assign, coordinate, supervise and manage the work of subordinate employees engaged in a variety of court clerical activities.

- Ability to establish and maintain effective working relationships with personnel at all levels.
- Ability to implement decisions effectively.
- Ability to communicate effectively, both orally and in writing.

Ability to maintain a high order of discipline and responsibility in carrying out assigned duties as a representative of the court system.

Ability to become proficient in the use of JUSTICE (the statewide court computer system).

Ability to travel to the assigned courts as necessary.

MINIMUM QUALIFICATIONS: Three years of progressively responsible experience in court administration or another business setting, including some supervisory experience. With the minimum of a high school degree or equivalent, experience working in a court system may be substituted for higher education on a year-for-year basis.

PREFERRED QUALIFICATIONS: Bachelor's degree in public/business administration, court administration, or related field. Bilingual skills in English and Spanish.

OTHER QUALIFICATIONS: To successfully complete the original provisional period and become a permanent employee, all employees in this position must complete JUSTICE training within six months from the date of hire and demonstrate proficiency in knowledge and use of the court computer system.

The Judicial Branch values our employees as well as a supportive environment that strives to promote diversity, equity, inclusion and belonging. We recruit, hire, train and promote in all job qualifications at all levels without regard to race, religion, sex, age, national origin, disability, marital status, sexual orientation or genetics. The Judicial Branch adheres to Veterans Preference Laws.

Please visit <https://statejobs.nebraska.gov> to complete a State application.
